



**University of Winnipeg Students' Association (UWSA)
2015 BY-ELECTION NOMINATION FORM**

Print legibly, in ink, and state given, legal names in full: photocopy forms for future reference

PART 1- NOMINATORS

We the undersigned, Members of the University of Winnipeg Students' Association (UWSA), hereby nominate _____, a student/group in good standing at the University of Winnipeg, as a candidate/referendum committee for _____ in the 2015 UWSA By-Election/Referendum Cycle. None of us has nominated another candidate/committee for the same position/referendum question in the Election/Referendum

	Full Name	Signature	Student #
1.			
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**To be submitted to the UWSA General Office ORM03,
Before 4:00pm on October 16, 2015**

**NOTE THE IMPORTANT
DATE IN THIS SECTION!**

Scrutineers

- Each candidate must name **TWO (2)** current University of Winnipeg students to act as scrutineers
- A scrutineer acts as a candidate's representative in here or his absence, and usually assists the candidate with campaigning during the designated campaign period.
- No scrutineer and no candidate may campaign outside this period. Candidates should select scrutineers who are reliable and who have flexible (and different) timetables.
- Understandably, a scrutineer may not also be a candidate.
- Scrutineers are encouraged, but not required, to attend All Candidates meetings either with or on behalf of their candidate.
- At least one scrutineer is strongly encouraged to oversee the tabulation of votes, which will begin at **7:00 pm on Wednesday October 28, 2015**
- **NOTE:** If, for whatever reason, a candidate fails to ensure a scrutineer is present during tabulation, the candidate automatically forfeits the right to request a recount.
- **NOTE:** Nomination forms which lack two scrutineers will be considered invalid and rejected

Scrutineer 1

Full Name: _____ Student #: _____
Telephone # (Home/Work/Cell): _____ Email: _____

Scrutineer 2

Full Name: _____ Student #: _____
Telephone # (Home/Work/Cell): _____ Email: _____

PART II – NOMINEE

Nature of Positions:

- Election to a position within the UWSA results in tremendous responsibility to students, to other officers, and to the University community in general
- Duties and responsibilities of Directors can be found in the UWSA By-Laws, and may be obtained from the UWSA General Office (Bulman Students' Centre, Room 0RM03), or can be found online at <http://theuwsa.ca/uwsa-by-laws/>
- Some positions carry implied requirements (Education Director, etc)
- All candidates must be “students in good standing” of the University of Winnipeg and carry a minimum 2.0 Grade Point Average. Directors receive an honorarium as per UWSA By-Laws

Polling Officers

- More information on the polling officers and the polling stations will be provided at the first All-Candidates Meeting

Informational Meeting

- This meeting is intended to provide interested students with more information on the Elections/Referendum cycle.
- Students who attend this meeting are in no way bound to run in the Elections/Referendum, and are not considered candidates for attending.

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All-Candidates Meetings

- There will be one (1) All-Candidates Meeting with the possibility of a second meeting should the need arise.
- The first meeting is on **Monday October 19, 2015 at 12:30pm (location UWSA BOARD ROOM, email cec@theuwsa.ca for details).**
- **NOTE:** All-Candidates Meetings are important information sessions. Although they are not required, and candidates will not be penalized if they choose not to attend, attendance is strongly encouraged. Candidates unavailable to attend those meetings may choose to send a

scrutineer on their behalf in order to collect information. Candidates are responsible for any information disseminated at these meetings.

Transcripts

- To confirm the status and standing of candidates, a current University of Winnipeg transcript (including name, student number, courses and marks) must accompany the nomination form.
- A computer print-out “Mark Statement”, available online via Webadvisor, is acceptable.

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Campaign Expenditures

- Each candidate running for and Executive Directorship may spend **no more than \$200.00** on materials and professional services, whether purchase or donated.
- Candidates running for a contested non-Executive Directorship may spend **no more than \$100.00** on materials and professional services, whether purchased or donated.
- Candidates running for an uncontested non-Executive position may spend **no more than \$50.00** worth of materials and professional services, whether purchased or donated.
- **Under no circumstances may these limits be exceeded!**
- All such materials and services (again, whether purchased or donated) must be itemized on the ***Expenditure Claim Form***, which must be submitted to the Chief Elections Commissioner, Elections Office, before **4:00 PM October 30, 2015**.
- Each eligible candidate will be reimbursed by the UWSA for the amount claimed minus the value of any donations of cash, materials, or professional services.
- **NOTE:** Any candidate who makes a late claim will not be reimbursed.
- **NOTE:** Any candidate who makes a fraudulent claim will be disqualified.
- Any questions about Campaign Expenditures should be directed to the Chief Elections Commissioner

Campaigning Regulations in Brief

**NOTE THE IMPORTANT
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- Campaigning may take place only during the designated period. (See UWSA By-Laws and relevant policies for more information.)
- It is expected that candidates will compete honestly on the basis of merit, and will not violate the rules of courtesy or common sense.
- Candidates **will not** be permitted to use *The Uiter, Stylus*, CKUW radio, or any other on-campus media to publicize their campaigns or to promote themselves as a candidate.
- This does not include media opportunities, arranged by the Chief Elections Commissioner in conjunction with the media outlet, provided to all candidates; these opportunities will be outlined at All-Candidates meetings.
- Each candidate may post a **maximum** of twenty (20) posters not exceeding 14" x 17" (inches) in size. Posters must be printed on either **unbleached recycled** paper or **reclaimed** paper, as per the UWSA's commitment to environmental sustainability.
- There will be an environmental levy of five (5) cents per poster for paper that does not meet this criterion
- Posters must be stamped at the Info Booth (first floor Centennial Hall) before being posted.
- Banners, like posters, must be stamped; and they may not exceed 96" x 216" (inches).
- It is recommended that all posters be sequentially numbered.
- Candidates must record, for their own protection and for the information of the Chief Elections Commissioner, where each numbered poster is located.
- Candidates must submit this list to the Chief Elections Commissioner, as per UWSA policy, within 24 hours of the poster being put up.
- **No** campaign material, posters included, may be affixed before **9:00 am on Monday, October 19, 2015** when the campaigning period (Week Four of the election cycle) officially opens.
- Additionally, no material may be affixed until candidate status has been confirmed by the Chief Elections Commissioner or his/her designated representative. This confirmation will occur at the All Candidates Meeting on **October 19, 2015 at 12:30 in the UWSA Boardroom.**

- As per the UWSA postering policy, posters may be affixed **only** with masking tape or tacks, and **only** to designated cork message boards, bare cement walls, or the black painted pipes above the escalators in Centennial Hall.
- **NO OTHER PAINTED, VARNISHED, WALLPAPERED, OR GLASS SURFACES MAY BE USED.**
- The cork "class change" strips outside classrooms are also off limits. When posters and banners are removed, all tape, tacks, staples, or other materials used to keep them in place must likewise be removed.
- **One (1)** banner per candidate may be hung in the escalator area of Centennial Hall.
- The Chief Elections Commissioner will conduct a draw amongst all candidates (at the first All-Candidates Meeting) for specific banner spots.
- Any poster or banner posted before the campaign period or not removed at its end, any other form of campaigning done outside the designated period, or any purposeful infringement of the rights of another candidate, may result in disqualification from the Election Cycle.
- **All campaign material must be removed by 6:00 pm on Friday, October 30, 2015**
- Any poster or banner that is in violation of any of the regulations set forth in UWSA By-Laws and policy will be taken down and retained by the Chief Elections Commissioner. Candidates who contravene such regulations will be subject to penalties up to and including disqualification.
- **PLEASE NOTE: This outline does not replace any current UWSA By-Laws and/or Policy. It is strongly recommended candidates also consult the UWSA Elections and Referenda By-Laws and Policy for complete information on material and campaigning regulations.**

Uniter Candidate Write-Up:

- Candidates will be expected to complete a 100-word paragraph including basic biographical and platform information.
- Candidates must submit an appropriate photograph of themselves, which will be published in the Uniter.
- Candidate write-ups and photos must be submitted to the CEC via e-mail by **9:00 am, Friday, October 16, 2015**

2015 Election Speeches/Debates

- Provisions will be made for at least one speech and/or debate opportunity for each candidate during the campaigning period.
- The Speeches will take place at 12:30 during the 3rd week of the campaign. The speeches should be no more than 4 minutes total in length. **-THE SPEECH LENGTH GUIDELINES ARE TENTATIVE-** More information will be posted on the CEC office window and on the UWSA website once the location of the All-Candidates speeches is determined.

Co-Directorships

- Any student who wants to share the responsibilities and voting privileges of a directorship with a fellow student may run as a "co-director" with that student.
- The two students should submit one nomination form together containing both of their names.
- The two students will be treated as a single candidate, and their names will appear together as a single choice on the ballot for their desired position.
- **NOTE:** Each of the two students must fulfil all requirements of the position, and each must submit a transcript with their nomination. It should be attached to this form

Updates

- Any important changes to or elaborations on the By-Election process will be posted on the window outside the elections commission room as soon as they are known.
- Candidates are thus strongly encouraged to/should check this area regularly.
- The Chief Elections Commissioner will also provide this information to candidates by e-mail and/or telephone

Withdrawals

- A candidate who wishes to withdraw from the elections must so inform the Chief Elections Commissioner in writing.
- The withdrawal letter must be written and signed by the candidate, and must be submitted by the candidate to the Chief Elections Commissioner in person.

- Once a candidate's withdrawal has been confirmed, she or he will be responsible for removing all campaign material immediately

The Chief Elections Commissioner and the Elections/Referendum Commission

- The **Chief Elections Commissioner, Myles Smith** has been appointed to administer this By-Election.
- Any questions or other communications are to be directed to the Chief Elections Commissioner by:
 - **e-mail: (cec@theuwsa.ca)**
 - **Or in person: at room (ORM03) –Chief Elections Commissioner's Office**
- The Chief Elections Commissioner is impartial and responsible for the integrity of the Election process. He is to be informed of any discrepancies (missing posters, for example) or any breach of regulations.
- Major decisions, including the consideration of grievances, will be made jointly among the Chief Elections Commissioner, the Chair of Board of Directors, and the impartial student members of the Elections/Referendum Commission. The decisions of the Chief Elections Commissioner and those of the Elections/Referendum Commission, unless formally appealed, are final.
- Please feel free to contact the Chief Elections Commissioner at any time. For candidates' convenience, the Chief Elections Commissioner will also hold formal office hours in room **ORM03**

I, _____, have considered the text of this form in full, and consent to this nomination. I certify that I am aware of the eligibility requirements for nomination, of the regulations regarding elections, and of the duties of the office to which I seek election. I agree to respect the requirements and regulations and, should I be elected, pledge to accept the responsibility of the office.

Signature of Candidate (Required)

Date(Required)

Email address (Required)

Phone Number (Required)